

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY THE CITY OF BOCA RATON FOR COACH BUS SERVICE, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. 2003-057.

REPORT IN BRIEF: A competitive proposal process was conducted for coach bus service needed by the Parks & Recreation Department for summer camp field trips and senior citizen grocery shopping. The City of Boca Raton acted as lead agency for the Southeast Florida Cooperative Purchasing Group for this bid. The City of Hollywood received nine (9) proposals. The recommendation is for Midnight Sun Tours, Inc. who was ranked first by a selection committee of co-op members. The initial contract is a one (1) year term with options to renew for three (3) additional one (1) year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Parks & Recreation Director and the Procurement Manager who concur with the decision to award to Midnight Sun Tours, Inc.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$44,116.00/yr.

Account Name: Parks & Recreation-Rentals and Leases Accounts

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Award documentation from the City of Boca Raton

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY THE CITY OF BOCA RATON FOR COACH BUS SERVICE, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. 2003-057.

WHEREAS, the Town is in need of coach bus service to support various programs in the Parks & Recreation Department; and

WHEREAS, The City of Boca Raton, acting as lead agency for the Southeast Florida Cooperative Purchasing Group, solicited sealed bids for such coach bus service; and

WHEREAS, after review, the Town Council wishes to approve the bid awarded by The City of Boca Raton to Midnight Sun Tours, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby approves the bid awarded by The City of Boca Raton to Midnight Sun Tours, Inc. for coach bus service in accordance with unit prices identified in Attachment "A".

SECTION 2. The Town Council hereby authorizes the expenditure from various Parks & Recreation-Rentals and Leases accounts.

SECTION 3. The initial contract term is one (1) year with an option to extend the contract for three (3) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2003


TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0807-572-0440	Bus Transportation	\$2,480 2388
001-0812-572-0440		\$44,520 11,318
001-0813-572-0440		\$3,300 6242
001-0816-572-0440		\$21,000 20,633
001-0825-572-0440		\$1,000 ✓
001-0826-572-0440		\$4,896 17,565
<i>RENTALS + LEASES</i>		
Total		\$44,116

METHOD OF PROCUREMENT (check the one that applies)

- ☐ Open Competitive Bidding
☒ Piggyback on Contract Number City of Boca Raton Co Op Bid RFP 2003-057
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed  11/14/03
 Department Head

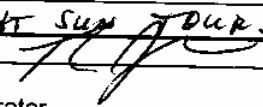
Have Funds been Reserved REAN. 30780

Date 11/13/03 Signed 

Signed 
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
<u>MIDNIGHT SUN TOURS</u>		

Signed 
 Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION	
Vendor	Cost
<u>MIDNIGHT SUN TOURS</u>	<u>RANKED 1ST</u>
Signed <u></u>	
Town Administrator	

Good Afternoon:

Our City Council officially awarded the above subject RFP to Midnight Sun Tours on 10/28/03. The contract period will be from 10/29/03 - 10/28/04, with the option to renew for three one year periods. For your reference, I have attached the award letters, Midnight Sun Tours RFP response and the original RFP terms and conditions.

Your contact at Midnight Sun Tours will be Bret T. Brittenum, Assistant General Manager (Tel: 305-688-7700). Bret will refer each agency to their individual reservationist for the booking of coach services. Bret will be your contact for quality assurance concerns or any type of troubleshooting.

Bret mentioned to me that when you call the main line, you will here an automatic greeting from American Coach. American Coach is now the parent company of Midnight Sun Tours. Midnight Sun Tours is the subsidiary. Issuance of Purchase Orders and Payment will be to Midnight Sun Tours, not American Coach.

Thank you for your cooperation. Please contact me if you should have any questions.

<<award.pdf>> <<mid_resp.pdf>> <<2003-057 Coach Bus Transportation Services for COOP.DOC>>

Diane LoPresti, CPPB
Buyer
Purchasing Division
City of Boca Raton
201 W. Palmetto Park Road
Boca Raton, FL 33432
Tel: 561-393-7869
> Fax: 561-393-7983

Please note: Florida has a very broad public records laws. Most written communications to or from local officials regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

The City of Boca Raton has scanned this outbound email message for malicious content and found it to be virus free.



award.pdf mid_resp.pdf 2003-057 Coach Bus Transportation Services for COOP

3-a-1

COUNCIL APPROVAL PROCUREMENT RECOMMENDATION
TARGET AGENDA DATE: October 28, 2003

Subject: Coach Bus Transportation Services

RFP Number: 2003-057

Department: Recreation Services

Procurement Method: Competitive Sealed Proposal

RFP Opening Date: August 11, 2003

28 RFPs Solicited

4 No-Responses

10 Responses

Award Amount: \$112,140

Contract Period: This is the first year of the contract award period. The City reserves the option to renew annually subject to appropriation of funds not to exceed a maximum of three, one year renewals.

Award to: Most responsible and advantageous proposal submitted by Midnight Sun Tours, Lake Worth, FL

Scope: This procurement provides for coach bus transportation services for the Summer Camp and GAP programs. The Summer Camp program utilizes this service through the months of May and August. The GAP program utilizes this service after normal school hours, holidays and teacher's workdays throughout the remaining portion of the year. The Selection Committee determined award based on overall evaluation criteria outlined in the Request for Proposal including, but not limited to; price, qualifications, experience, references, service, quality and conformance to the scope of work. (Additional Information is Attached)

Selection Committee Evaluated the Following Proposals:

A-1 Luxury Coach
Black Horse Tours
BTM Travel Group, Inc.
Central Florida Transit, Inc.
Classic Bus Lines, Inc.
Corporate Connection / Sovereign Coach & Tours
Midnight Sun Tours
Simply The Best Charters, Inc.

Quality Transport Services and All Together Bus Inc. proposals were considered non responsive because they did not comply with RFP requirements.

Approvals:

Buyer: [Signature] **Sr. Buyer:** _____

Purchasing Manager: [Signature]

Financial Services Director: [Signature]

OMB Director: _____

Assistant City Manager: _____

Funding Source(s):

Recreation Services / Camp Programs
Transportation Reimbursement
001-6125-572-4001

City of Boca Raton

CITY HALL • 201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795 • PHONE: (561) 393-7700
(FOR HEARING IMPAIRED) TDD: (561) 367-7046
SUNCOM: (561) 922-7700
INTERNET: www.ci.boca-raton.fl.us



October 8, 2003

Midnight Sun Tours
Bret T. Brittenum, Assistant General Manager
220 South Dixie Highway
Lake Worth, FL 33460

SUBJECT: RFP 2003-057, Coach Bus Transportation Services For Southeast Florida
Governmental Purchasing Cooperative Group

Dear Mr. Brittenum:

The City's selection committee is recommending your firm for award of the above subject request for proposal. For your information, the Selection Committee ranked the firms as follows:

Ranking Sheet for the following Agencies:

City of Pompano – Summer Program, School Holidays/Workdays, Special Events (Mon-Fri) and Special Events (Sat/Sun)
City of Sunrise – Summer Program, School Holidays/Workdays and Special Events (Sat/Sun)
Town of Davie – Summer Program, School Holidays/Workdays, Special Events (Mon-Fri) and Special Events (Sat/Sun)
City of Deerfield Beach – Summer Program, School Holidays/Workdays and Special Events (Sat/Sun)
City of Margate – Summer Program and School Holidays/Workdays
City of Hollywood – Summer Program and School Holidays/Workdays

Ranked as follows:

1. Midnight Sun Tours
2. Central Florida Transit, Inc.
3. BTM Travel Group
4. Corp. Connection / Sovereign
5. Classic Bus Lines
6. A-1 Luxury Coach
7. Black Horse Tours
8. Superior Charter Bus, Inc.
9. Simply the Best Charters

Ranking Sheet for the following Agencies:

City of Boca Raton – Summer Program (All Camps) and School Holidays/Workdays
City of Dania Beach – Summer Program, School Holidays/Workdays, Special Events (Mon-Fri) and Special Events (Sat/Sun)
City of Lauderdale Lakes – Summer Program and School Holidays/Workdays

Ranked as follows:

1. Midnight Sun Tours
2. Central Florida Transit, Inc.
3. BTM Travel Group
4. Corp. Connection / Sovereign
5. Classic Bus Lines
6. A-1 Luxury Coach
7. Black Horse Tours
8. Simply the Best Charters

Ranking Sheet for the following Agency:

City of Fort Lauderdale – Special Events (Mon-Fri) and Special Events (Sat/Sun)

Ranked as follows:

1. Midnight Sun Tours
2. Classic Bus Lines
3. Corp. Connection / Sovereign
4. A-1 Luxury Coach
5. BTM Travel Group
6. Simply the Best Charters

Ranking Sheet for the following Agency:

Town of Davie – Senior Citizen Grocery Day (Mini Bus)

Ranked as follows:

1. Midnight Sun Tours
2. BTM Travel Group
3. Classic Bus Lines
4. Black Horse Tours
5. A-1 Luxury Coach
6. Corp. Connection / Sovereign
7. Superior Charter Bus, Inc.

Ranking Sheet for the following Agency:

City of Coconut Creek – Summer Program

Ranked as follows:

1. Midnight Sun Tours
2. Central Florida Transit, Inc.
3. BTM Travel Group
4. Classic Bus Lines
5. Corp. Connection / Sovereign
6. A-1 Luxury Coach
7. Black Horse Tours

Coach bus transportation services for the City of Boca Raton as identified under the above subject RFP will be recommended for award at the 10/28/03 Council Meeting. Your attendance at this meeting is not required. Once approved, the first year of contract services with your firm will begin as of 10/29/03.

Also immediately after council approval, please arrange to have your firm's original certificate of insurance mailed to my attention referencing all insurance requirements in the RFP with the City of Boca Raton and Greater Boca Raton Parks District named as an additional insured.

Please be advised that award to your firm for the remaining agencies as ranked by the selection committee must be secured by their own agency's appropriate level of authority.

Thank you for participating in the proposal process for this project. We look forward to a prosperous working relationship with your firm.

Sincerely,



Diane C. LoPresti, CPPB
Buyer

c: All Participating Agencies
Selection Committee
RFP No. 2003-057

* * * * *

THIS PAGE
INTENTIONALLY
LEFT BLANK

* * * * *